

**INSTRUCTIONS FOR PREPARING Foreign National Data Card for Unclassified Foreign
Visits and Assignments to WAPA (WAPA F 3000-72#- 6-03)**

Routing of Form:

- ☐ 1. Requestor- Meeting host initiates the form at least 30-45 days before planned visit
- ☐ 2. Regional Manager (or Acting Official) for approval signature
- ☐ 3. Original to Regional Safety and Security Office (The Safety and Security office reviews and sends to Pam Moody- CSO)
- ☐ 4. Pam Moody (CSO- A7700) (Conducts required back-ground checks and approves visit)
- ☐ 5. Approval sent to Regional Safety and Security Officer
- ☐ 6. Regional Safety and Security Officer notifies host and front desk personnel of approval/denial

To allow time for background checks, this form must be completed at least 30 days for non-sensitive countries visitors, and 45 days for visitors from sensitive countries.

For more information and a list of sensitive countries go to:

<http://www.cso.wapa.gov/cpo/3700/SECURITY/fva.htm>

(Failure to complete this approval process may result in denial of visit.)

Section A – PERSONAL DATA INFORMATION

- BLOCK 1. Employee name: Last name; first name, middle name
- BLOCK 2. Select Male or Female: Place a check mark in the appropriate box
- BLOCK 3. Country of Birth: Spell out. No abbreviations
- BLOCK 4. City of Birth: Spell out. No abbreviations
- BLOCK 5. Permanent Address: Self-explanatory
- BLOCK 6. Date of Birth: Month/Day/Year
- BLOCK 7. Social Security Number: Self-explanatory
- BLOCK 8. Country of Citizenship: Spell out. No abbreviations
- BLOCK 9. Passport/Visa/Immigration Number: One must be supplied
- BLOCK 10. Country of Issue of Passport/Visa/Immigration Number
- BLOCK 11. Expiration Date: of above issued document Month/Day/Year

Section B – EMPLOYMENT DATA

- BLOCK 12. International Agreement Code: If one exists the visitor will know it. Not required.
- BLOCK 13. Current Employer/Business Name: Self-explanatory
- BLOCK 14. Business Address: Self-explanatory

Section C – VISIT DATA INFORMATION

- BLOCK 15. Buildings/Sites to be Visited: Be specific (note: Must be escorted by host at all times)
- BLOCK 16. Request Date: Date host is submitting this request for approval
- BLOCK 17. Name and Signature of DOE Host: Must be a supervisor
- BLOCK 18. Purpose of Visit: State clear purpose
- BLOCK 19. Technological Area: Be very specific- DO NOT abbreviate
- BLOCK 20. Start Date of Visit: Month/Day/Year
- BLOCK 21. End Date of Visit: Month/Day/Year
- BLOCK 22. Authorized SES Manager Signature: Regional Manager or SES.
- BLOCK 23. Authorized Approval Signature Pam Moody –visit not approved without this signature

**FOREIGN NATIONAL DATA CARD
FOR UNCLASSIFIED FOREIGN VISITS AND ASSIGNMENTS
TO WESTERN AREA POWER ADMINISTRATION**

Please print clearly

Personal Data			SECTION A		
1. Name of Visitor: (Last)		(First)	(Middle)		
2. Male <input type="checkbox"/> Female <input type="checkbox"/>					
3. Country of Birth:		6. Date of Birth: / /	8. Citizenship:		
4. City of Birth:		7. Social Security Number:	9. Passport/Visa/Immigration Numbers:		
5. Permanent Address:			10. Country of Issue:		
			11. Expiration Date:		
Employment Data			SECTION B		
12. International Agreement Code:		13. Current Employer/Business Name:			
		14. Business Address:			
Visit Data			SECTION C		
15. Buildings/Sites to be Visited:					
16. Request Date:		17. Name and Signature of DOE Host:			
18. Purpose of Visit:					
19. Technological Area (Be very specific):					
20. Start Date of Visit:		21. End Date of Visit:			
22. Authorized SES Manager - Signature:				Date:	
23. Security Office Approval - Signature:				Date:	